

1. Overview

The Air Cadet Charity is primarily a grant making charity supporting the RAF Air Cadet family. We are committed to providing grants to those delivering the valuable activities within the RAF Air Cadets. Please read these guidelines carefully to help you complete your online application form. We would recommend having this document open alongside the application form to ensure you are able to provide the required information for each question.

2. Funding Priorities

We provide grants for activities that fall within the following categories and align to the RAF Air Cadets vision:

1. Aviation
2. Adventure training
3. Exploiting technology
4. Immersive training
5. Enhance education
6. Improve employability
7. Health & wellbeing
8. Welfare

We can fund many items that fit within the themes above, but we cannot fund everything. Below are lists of items we can and cannot fund, but they are not exhaustive. If you have any questions about what your grant can be used for, please email us at grants@aircadetcharity.org.uk for more information.

We can fund:

- Equipment
- Training aids
- One-off events
- Educational visits
- UK or overseas visits
- AT expeditions
- Expeditions or camps
- Sporting activities and equipment
- Music equipment and training
- AT equipment, first aid equipment and laptops can only be funded through dedicated grant programmes while those programmes are open.



We will not normally fund:

- Retrospective costs
- Costs responsible to RAFAC
- Minibuses and other vehicles
- Infrastructure and permanent building works
- Items not included in RAFAC policy
- Individual drones
- Trophies for squadrons, wings or regions
- New crests
- Combined Cadet Force (CCF) Unit requests – due to our funding coming from ATC cadet contributions. The CCF Association should be approached for any CCF grant requests.

3. How to apply

If you feel your project idea would be a match for the Air Cadet Charity, please complete an application sign up form using this link:

<https://aircadetcharity.beaconforms.com/form/45387eaf>

You'll first be asked to provide some basic details, including your primary contact information, Squadron, Wing, Region, HQ Department name, and contact preferences. Once you submit this information, you'll be redirected to the full application form. We'll also send you an email with a link, so you can easily access it later.

You don't need to complete the form all at once; it can be saved and reopened at any point. To save your progress and return later, simply type **N/A** in any required fields (highlighted by an *), then click '**Save**' at the bottom of the page. You'll be able to go back and edit these responses later. Please ensure you save the form regularly to ensure you do not lose any of your work.

Application Questions:

Please note that there is no word limit for the application questions. Responses should be detailed but concise. Remember to click the '**Save Changes**' button at the bottom of the form regularly while completing your application.

Form Question	Guidance
Project/activity title	Provide a concise and descriptive title for your project/activity.
Project overview – reason for application	Provide a comprehensive description of your proposed project or activity. What exactly will the grant fund? How will it operate? When will it take place if known? Please include details on its expected lifespan, through-life



	support requirements, and any necessary storage, maintenance, and insurance arrangements.
Total project cost	Enter the total estimated cost of your project/activity in GBP (£).
Amount requested	Enter the exact grant amount you are requesting from the Air Cadet Charity in GBP (£).
Project objectives	Clearly state the specific objectives you aim to achieve with this project/activity (ideally 3-5 SMART objectives). For more guidance on SMART objectives please see appendix A at the end of this document. Explain the tangible benefits it will provide for Cadets and Volunteers and describe the wider positive impact it will have on your Squadron/Wing/Region, or the RAF Air Cadets as a whole.
Number of cadets to benefit	Estimate the number of cadets that will be impacted by or involved with your project/activity.
Number of volunteers to benefit	Estimate the number of volunteers that will be impacted by or involved with your project/activity.
Number of squadrons to benefit	Estimate the number of squadrons that will be impacted by or involved with your project/activity.
Number of wings to benefit	Estimate the number of wings that will be impacted by or involved with your project/activity.
Other beneficiaries	List any other groups or communities (e.g., local schools, partner organisations, parents) that will be impacted and provide an estimated number if possible.
Project delivery plans	Outline your plan for successfully delivering this project/activity. Describe your Squadron/Wing/Region's capacity and experience to manage this project effectively. Who will be responsible for what? What resources (human, logistical) are in place to ensure its successful implementation and ongoing management? For example, do you have volunteers with relevant skills and experience to deliver the activities and do you have suitable facilities etc?
Type of Grant Request	Please select whether your application is for equipment or an activity/project. Equipment refers to physical items or resources to be purchased, while an activity/project relates to a specific event, programme, or initiative being delivered within a defined timeframe.



Activity/Project Date	If applying for an activity or project, provide the planned date(s) it will take place. This helps us understand delivery timelines and assess the feasibility of your proposal. If dates are not yet confirmed, please provide an estimated timeframe.
Risk assessment and mitigation	Identify and describe any potential risks associated with this project/activity. This must include risks to life or limb, to the reputation of the Air Cadet Charity, and financial risks. For each identified risk, explain your proposed mitigation strategies. Please note: transferring the risk (e.g., solely relying on third-party insurance without internal controls) is not considered an acceptable form of mitigation. Also, consider any potential opportunities arising from the project and how you plan to leverage them.
Area of support	You can select multiple areas, but please only select those that are the most relevant to the project/activity from the options provided.
Budget breakdown	Provide a detailed breakdown of all project/activity costs. This should include initial purchase costs, estimated through-life operational and maintenance costs, and any anticipated disposal costs.
Other funding sources	Detail any other sources of funding that will contribute to this project/activity, including other grants applied for, confirmed funding, or funds raised through other activities. Please state the amount and source for each.
Date grant funds required	Specify the date by which the grant funds are required.
Financial reporting attached	Indicate which document you are attaching as evidence that financial reporting is up to date. You can obtain these documents by contacting your Civilian Committee. You can choose from the below: • Charity Commission annual accounts • OSCR annual accounts • F60 (Squadrons)/independent examiners report • F61 (Wings)/independent examiners report • HQ (no attachment required)
Supporting financial documentation	Upload your documentation here in either Word or PDF format.



Do you give permission for the application to be shared with your chain of command	Indicate whether to give us permission to share the full application with your chain of command (eg Wing OC, Regional Commandant, or Commandant RAFAC) as part of our due diligence checks.
Application complete and ready to submit	Change this to 'Yes' once you have completed all sections of the application form and you are ready for the Air Cadet Charity to start assessing your application. Click the 'Save Changes' button before exiting to save your application form. If you want to return to your application form at a later date to continuing editing it, please ensure you select 'No'.

4. What happens next

Key things to remember:

- ✓ We will contact you via **email**, so please ensure your contact details are always up to date.
- ✓ Your application will be **screened** by the Air Cadet Charity. We'll email you to let you know if we need any further information or if your application can move to the **assessment stage**.
- ✓ During the assessment stage, due diligence checks will include the Air Cadet Charity sharing your application with your chain of command. For a Squadron this is the Wing OC, for a Wing and/or Region this is the Regional Commandant, and for Headquarters this is the Commandant RAFAC.
- ✓ We will upload a copy of your **application form to your portal** so you can access it at any time.
- ✓ Applications are reviewed by our **Grants Committee**, which meets twice a year in **March and September**.
- ✓ You can check the status of your application by **logging into your portal** using the link sent to your email when you registered. Please save this link for your records.
- ✓ We'll send an email with an **estimated timeline** of when to expect an update on whether your application has been successful.

If you have any questions before or after you've submitted your application, please contact us at grants@aircadetcharity.org.uk.



Appendix A

Setting **SMART** Objectives for Grant Applications

When applying for a grant, clear and well-defined objectives are crucial. They show funders exactly what you plan to achieve, how you'll do it, and how you'll measure your success. Using the SMART framework is an effective way to create compelling, fundable project objectives. SMART stands for **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

Specific: Clearly define what you will do.

A specific objective answers the "what," "who," and "where" of your project. Instead of a vague statement like "improve leadership skills," a specific objective pinpoints the exact outcome.

Ask yourself:

- **What** exactly will we do?
- **Who** will be involved?
- **Where** will the activity take place?

Example:

- **Vague:** Improve leadership skills for cadets.
 - **Specific:** Deliver a new one-day leadership training course at five regional training centres for 150 cadets across the UK.
-

Measurable: Quantify your progress.

Measurable objectives help you track progress and determine if you've met your goal. Funders need to see how you'll know if the project was successful. Use numbers, percentages, or other quantifiable metrics.

Ask yourself:

- **How** will we know when the objective has been achieved?
- **How much** change will there be?
- **What** data will we collect to prove success?

Example:

- **Vague:** The training will be successful.
 - **Measurable:** 90% of participating cadets will demonstrate an improvement in leadership skills, as measured by a pre-and-post-course assessment.
-



Achievable: Ensure the objective is realistic.

An achievable objective is one you can realistically accomplish with the resources (funding, people, time) you have or can reasonably obtain. Don't promise more than you can deliver. Funders want to see that your plan is sensible and within your capacity.

Ask yourself:

- Do we have the **skills, people, and resources** to achieve this?
- Have we secured the necessary **permissions or partnerships**?
- Have we considered potential **challenges or constraints**?

Example:

- **Unachievable:** Train 5,000 cadets in a single month with a small team.
- **Achievable:** Train 150 cadets over a six-month period using a dedicated team of five instructors.

Relevant: Align with the charity's mission.

A relevant objective directly contributes to the Air Cadet Charity's broader mission and the specific goals of the grant. It should be a logical step toward achieving a larger, meaningful outcome. Funders want to know that their money will support your core purpose.

Ask yourself:

- Does this objective directly support the [Air Cadet Charity's Mission](#)?
- Is it a good use of the grant funding?

Example:

- **Irrelevant:** Build a new sports facility (if the grant is for leadership development).
- **Relevant:** The leadership training objective directly aligns with the mission to **ensure that young people have equal access to opportunities...to develop their full potential,"** by providing targeted training that fosters leadership skills.

Time-bound: Set a clear deadline.

A time-bound objective has a specific start and end date. This creates a sense of urgency and provides a clear timeline for the project. Funders need to see a clear schedule for when the project will be completed. You can also include key milestones to show progress along the way.

Ask yourself:

- **When** will the project start and end?
- **What** is the deadline for this objective?
- **Are there any key milestones** along the way?

Example:

- **Not Time-bound:** We will deliver the course sometime this year.



- **Time-bound:** The leadership training course will be **planned and delivered between 1 January 2026 and 30 June 2026.**

By using the SMART framework, you can transform a good idea into a well-structured, actionable, and fundable project proposal. It shows potential funders that you've thought through all the essential details, making your grant application strong and compelling.

